

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, September 8, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent: Plautz

Others Present: Chief Schauf, Clerk Zeman, Adm. Geick, K. Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Kent and carried unanimously to approve the minutes of August 25, 2020.

Moved by Petty, seconded by Ellington and carried unanimously to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS - Tim Lawther was not available, no presentation was given.

PUBLIC HEARINGS - The Mayor announced that this is the published date and time to hear public comment concerning:

- Request by Baraboo Country Club, Inc., to rezone a 0.53 acre parcel of land in the southwest corner of the Baraboo Country Club, Inc., property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin;

No one spoke and the Mayor closed the Public Hearing.

- The General Development Plan/Specific Implementation Plan in accordance with Steps 3 and 4 of the PUD Process and the corresponding zoning as a Planned Unit Development to allow Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC, to operate an Automobile Sales and Service business with a body shop to be located in the existing building on the southeast corner of 8th Avenue and Park Street in a B-2, Neighborhood Business zoning district located on Lots 6 and 7 in Block 16 of the Moore & Drowns Addition to the City of Baraboo in the NE¼ of the SW¼ of Section 35, T12N, R6E, located at 633 8th Avenue.

No one spoke and the Mayor closed the Public Hearing.

PUBLIC INVITED TO SPEAK – No one spoke.

MAYOR'S BUSINESS

- The Mayor would like to congratulate the following City staff on their September anniversaries:
 - Tom Clark, Fire Inspector, on his 20th anniversary;
 - Carl Ustupski, Patrol Officer, on his 5th anniversary
- Congratulations to Gail Johnson who will be retiring from the Library after 12 years.

CONSENT AGENDA

Resolution No. 20-79

THAT the Accounts Payable, in the amount of \$1,443,557.84 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 20-80

THAT the “Schedule for Successor of Agent” submitted by Casey’s General Stores appointing Anthony Hawks as the new agent be approved. The City Clerk is authorized to re-issue the liquor license for Casey’s General Store including Anthony Hawks as the agent.

Moved by Wedekind, seconded by Sloan and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-81

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the attached one-lot Certified Survey Map prepared by Grothman & Associates, SC is hereby approved and further,

THAT the dedication of land for the Walnut Street right-of-way as shown on this Certified Survey Map is hereby accepted.

Moved by Ellington, seconded by Sloan and carried that **Resolution No. 20-81** be approved-8 ayes.

Resolution No. 20-82

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Employee COVID-19 Policy be adopted as a standalone City personnel policy, and

THAT the Employee COVID-19 Policy be brought back to the Common Council, by way of the Finance/Personnel Committee, for a review of its applicability no later than December 31, 2020.

Moved by Petty, seconded by Kent and carried that **Resolution No. 20-82** be approved-8 ayes.

Resolution No. 20-83

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Fire Chief is authorized to purchase 14 foot Zodiac inflatable boat with motor and trailer from the Sauk County Sheriff’s Department for \$3,400.00

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 20-83** be approved-8 ayes.

Resolution No. 20-84

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT, City of Baraboo staff be directed to investigate federal and state grant opportunities as they occur.

Moved by Sloan, seconded by Thurow and carried that **Resolution No. 20-84** be approved-8 ayes.

NEW BUSINESS - ORDINANCES

Moved by Kolb, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2559** amending §17.18(4)(a) and the Zoning District Map rezoning a portion of westerly areas of tax parcels 206-1138-00000 and 206-1136-00000, respectively, from C-1 Conservancy to R-1A Single Family Residential.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO
ORDAIN AS FOLLOWS:

1. *Section 17.18(4)(a), Ordinances is hereby revised to reflect the following change to Tax Parcels 206-1138-00000 and 206-1139-00000: rezone this 0.53 acres of land (net lot area) in the southwest corner of the Baraboo Country Club, Inc. property, located on the east side of the 900 block of Walnut Street (across from Pierce Park), from C-1 Conservancy to R-1A Single-Family Residential, being part of the SE ¼ of the SE ¼ of Section 11, T11N, R6E, City of Baraboo, Sauk County, Wisconsin.*

Commencing at the East Quarter corner of Section 2; thence South 01°15'58" East along the East line of the Southeast Quarter of Section 2, 1,834.09 feet to the Northeast corner of Lot 1, Certified Survey Map, No. 5675; thence South 88°27'13" West along the North line of Lot 1, 531.71 feet to the point of beginning; thence continuing South 88°27'13" West along the North line of Lot 1, 246.94 feet to the Northwest corner of Lot 1, said point being in the East right-of-way line of Walnut Street; thence South 61°01'45" West, 45.91 feet to a point in the centerline of Walnut Street; thence North 15°04'29" East along the centerline of Walnut Street, 169.61 feet; thence South 77°21'50" East, 79.32 feet; thence South 59°46'12" East, 32.67 feet; thence North 73°04'17" East, 44.74 feet; thence North 74°49'12" East, 50.35 feet; thence South 18°24'59" East, 66.68 feet; thence South 21°11'44" East, 68.66 feet to the point of beginning.

Containing 30,005 square feet (0.69 acres gross area, including portion of Walnut Street right-of-way; 0.53 acres net lot area), more or less. Being subject to servitudes and easements of record, if any.

2. *This Ordinance shall take effect upon passage and publication as provided by law.*

Moved by Wedekind, seconded by Sloan and carried unanimously to approve the 1st reading of **Ordinance No. 2560** amending §17.18(4)(d) and the Zoning District Map to rezone tax parcel 206-2707-0000 as a Planned Unit Development for Oleg Boukhankov, d/b/a Absolute Auto Repair and Sales, LLC at 633 8th Avenue, located in the southeast corner of Park Street and 8th Avenue.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2020-04.

2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2020-04.

This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Ellington, seconded by Petty and carried unanimously to approve the 1st reading of **Ordinance No. 2561** revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2nd Avenue and the alleyway south of 2nd Avenue.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:

No Parking Any Time on the southerly 50 feet of West Street between 2nd Avenue and the alleyway south of 2nd Avenue.

2. This Ordinance shall take effect upon passage and publication as provided by law.

COMMITTEE OF THE WHOLE

Moved by Thurow, seconded by Ellington and carried unanimously to convene as a Committee of the Whole to discuss the search progress for the City Administrator position.

Mayor Palm noted that a meeting was recently held between himself, City Attorney Truman, and Heidi Voorhees from GovHR. The City has created an Ad-Hoc committee that includes Mayor Palm, Atty. Truman, Council President Joel Petty, Pat Cannon, and Tom Pinion. This committee will be responsible for reviewing the list of semi-finalists that was submitted by GovHR. The tentative schedule is as follows:

September 13th & 14th – Ad-Hoc will meet to vet the candidate list and develop the initial interview list

September 17th & 18th – Ad-Hoc committee will conduct initial interviews remotely. They will develop a final candidate list

September 22nd – The council will receive the final candidate list

September 26th – Department Heads and Council will conduct in-person interviews of the final candidates. Council will vote to select a new City Administrator and shortly after that, direct staff to negotiate and sign the new contract.

Moved by Ellington, seconded by Sloan and carried unanimously to rise and report from Committee of the Whole and return to regular session.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Geick noted that if anyone is interested in obtaining a copy of the report on the Baraboo River, let him know and he will provide a copy.

Ald. Wedekind noted that they will be taking flags down at the cemetery on the 19th. If anyone wants to pick theirs up, they are welcome to it.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** August, 2020 Building Inspection Report

- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

August 25, 2020

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Geick, Atty. Truman, B. Zeman, C. Haggard, M. Hardy

Call to Order –Ald. Petty called the meeting to order at 6:15p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of August 11, 2020 and carried unanimously. Moved by Sloan, seconded by Kent to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$907,113.11**. Motion carried unanimously.

- b) **Attridge Park Splash Pad** – M. Hardy explained that the Splash Pad Advisory Committee has determined that Attridge Park would be the best site. The next step is to develop a feasibility study to see if splash pad can sit on that property. This is not an originally budgeted item because the splash pad will be likely donations and grants. Doing to feasibility study this year will allow for us to meet the May 1st 2021 grant application deadline. Three bids were received and the Park & Rec Commission is recommending Parkitecture + Planning in the amount of \$4,585 for Phase I of the Attridge Park Splash Pad feasibility study using funds from the Kuenzi Estate Recreation Fund. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

- c) **County Library Tax** – The Committee reviewed the exemption from the County Library tax. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

- d) **Employee COVID-19 Policy** – City Adm. Geick explained that additional Department Head input was needed. No action was taken at this time.

- e) **Walmart Litigation** – Atty. Truman noted that this litigation is exactly the same as what was received a few years ago. She did confirm with CIVMIC, our insurance company, does not handle this type of lawsuit on our behalf. There will be some future decisions to be made; however, at this time, this is informational only. No action taken.

Information Items

- o C. Haggard gave an update on the status of the 2021 Budget Planning

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:39pm.

Minutes of the Public Safety Committee Meeting

July 13, 2020

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Mike Palm, Kevin Stieve, Tom Pinion, Wade Peterson, Tony Gilman, Jan Bance, Wendy Hanley, Jessica Wilcox, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the June 8, 2020 meeting. Motion carried unanimously.

New Business

- a. **Review Bid Tabulation for Draper Street Improvements and recommend award of contract** – Pinion said the City received a 50% grant for the reconstruction of Draper Street, one of only 13 projects funded by the DOT. Pinion said Dean Blum Excavating, Gerke Excavating and Top Tier Grading bid on the project. He said that the estimate was \$870,000 on the

gross without the deduct. He said it is the recommendation from staff is to award to the low bidder. It was moved by Kolb, seconded by Wedekind to go with lower bidder, Dean Blum Excavating, in the amount of \$698,902.00. Motion carried unanimously.

- b. Review Proposals for STH 33 Street Light Design Services and recommend award of contract – Pinion presented the background to the Committee. He said that if the City goes with the DOT’s standard street lighting they contribute 50%. However, if the City chose to go with decorative lighting the DOT would only participate 50% of their standards. He said that he solicited proposals for Street Light Design Services, which is solely the City’s responsibility. He said that there are two consultants currently working on that corridor project, MSA is doing the utility design for the Village of West Baraboo; therefore they are familiar with the DOT’s consultant, and SEH is the consultant that the City has hired for the design of our utility work, and again, they are familiar with the DOT project and the design process. He said that it is staff recommendation to award to the low bid. Kolb moved, Wedekind seconded to award contract to SEH, not to exceed \$19,500. Motion carried unanimously
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinance to add a No Parking area on south side of Quarry Street east of Waldo Street – Pinion said that Quarry is a narrow street in this area with no curb and gutter on either side, and a ditch on the south side. He said that the west end is routinely parked with cars on both sides of the street, which effectively narrows the roadway, which creates a safety concern. He said that staff is recommending creating a no parking zone on the south side of Quarry Street, 350 feet east of the centerline of Waldo Street. Kolb moved, Wedekind seconded to revise Section 7.09(2) to add a No Parking area on south side of Quarry Street 350 feet east of the centerline of Waldo Street. Motion carried unanimously.
- d. Review Proposals of Fire Department Remodeling Design Services and recommend award of contract(s) – Stieve said that he sought price quotes from three Architectural Firms to provide quotes for design services for the remodel of the fire department. He said to provide “apples to apples” the cost represent the architectural services for the construction component of the proposed remodeling only. He said that he is working with Transcend Architects & Engineers to finalize the contract. He said the contract would be reviewed by the City Attorney and also go through the regular purchasing policy. Kolb moved, Wedekind seconded to approve the low bidder, Transcend Architects & Engineers in the amount of \$4,800. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May and June, 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly billing adjustments/credit for Sewer and Water Customers for May and June, 2020. Motion carried unanimously.

Informational Items

- a. Pinion said that he has received complaint about truck traffic from the Devil’s Lake Business Park on Lake Street using Gall Road in the Town of Baraboo. He said that he spoke to Bill Klemm, Town Chair and he said that it was not the City’s problem.
- b. Pinion said that he received a general complaint about general safety on Hill Street between Mill Race Drive and Lake Street. He said that this is a narrow underpass and the residents in the condominium units on Hill Street claim that there are a lot a near misses and traffic is flying through there. He said people of suggested that it be one way only, from Sumac to the Dog Park, but that is not realistic. He said that the Police’s Department new digital speed board will be put up which collects traffic counts and speed and stores it. Kolb asked if yellow flashing lights at both ends could be installed, Pinion said the cost would be approximately \$8,000. Pinion indicated that there are no significant crashes at the underpass. Pinion said to improve pedestrian safety there would have to be a separate underpass that would have to be a horizontal directional drill, which would be very expensive.

Reports

- a. Street Superintendent’s Report
 - i. Staffing updates – Gilman said that the department is working a split shift for staffing and said that it is working well. He said one guy comes in a 5:30 and sanitizes everything, and then half crew comes in at 6:00 and the other half comes in at 7:00.
 - ii. Monthly Report on Public Works Department activities – Gilman said crews have been busy with usual tasks, such as street sweeping, traffic line striping, monthly brush pickup, pothole patching when needed, and stormsewer repairs. Gilman said the department is attempting to clean-up our own campus when time permits. He said the brush site continues to be a challenge, with COVID and everyone being at home has significantly increased the traffic. The chipper will be here in early August and crushing will start in two to three weeks.
 - iii. Project updates - The Department has been doing a few repairs, 10th & Elizabeth intersection is complete. Lincoln and 9th and Lincoln and 10th has been complete. Wedekind would like Gilman to look at the 5th & Jefferson intersection. Gilman said that they still intend on addressing the intersections of Moore Street & 2nd avenue, Keith Street & 14th Street, and Russell Street & Badger Drive with similar repairs. Gilman said a couple of months ago they went to mandatory carts for garbage and recycling and according to the drivers it is working well. He said recently an individual contacted him requesting weekly recycling; however, nothing has been brought forward. He said that with the amount of upgrades that have been done, there a lot of 64-gallons that have come back. He said that these are not new carts and the price of carts is not set by ordinance so a price can

be set by the Committee without going further, and start encouraging people to purchase a second cart at a reduced rate. Pinion said that they would work with the finance department to come up with a reasonable price, and it would clear up some inventory for the department.

- b. Fire Chief’s Report
 - i. Monthly Incident Report – He said the monthly report would be in the Council packet.
 - ii. Project Updates – Stieve said that he is still working on the Technical Rescue Ordinance with the City Attorney and it has been given to the City Administrator to review. He said he will be looking into the CARES Act Funding because the Department needs a boat.
 - iii. Staffing Updates – Stieve said that another member resigned due to health issues and a non-active member submitted her resignation. He said the department is actively recruiting.

- c. Utility Superintendent’s Report
 - i. Staffing Updates – Peterson said he was going to go through his report first and then bring in new Billing Tech and there will be a presentation for Wendy Hanley and cake.
 - ii. Projects updates – Peterson said Mound Street was started last week putting in the temporary water services. He said today half of the water main project started at Elizabeth, while that is sitting, crew will move to Camp Street alley to do the storm sewer and then back to Mound to connect the water services to the houses, and then the other half of the water main will be started. He said that there are ten households on Mound that agreed to part of the lead service replacement program. Peterson said this week is home run week for the Oak Street Booster Station, most of it should be operational by Friday.
 - iii. Equipment Updates – None to report.
 - iv. Preparation for Rate Case application to Public Service Commission for a prospective increase in water rates – Peterson said the City will be losing LSC Communications in September and they are trying to finish out the last of their contract. He said this has a huge factor on our Water Utility; therefore he has initiated a conversation is the Public Service Commission. He said he has received the packet of information that the Utility has to provide to them. He said the chances of it being completed by January is pretty slim. He is hoping to get it to a state where they can have the new rates by November timeframe and do the public notice. Kolb asked if he was looking for an increase in the rate, but he feels that it may be significant.
 - v. Personnel Update-Peterson introduced Jessica Wilcox the new billing tech, who came to the City from the City of Portage. Peterson said she is an outstanding asset, and doing a great job. Peterson said that Wendy has been with the Utility for 26 years and will be retiring in two weeks. Mayor Palm then presented Wendy with a plaque for her dedicated service. Cake was then served in Wendy’s honor.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:45 p.m. Motion carried.

Baraboo BID Meeting Minutes

7/15/20

Present:

Members: S. Fay, B. Stelling, T. Wickus, A. Adams, S. Ramsey Brunker, B. McDaniel
 Others: E. Geick

Absent:

Members: S. Sloan, T. Sloan, M. Yount

President Fay called the meeting to order at 5:47 PM

Approval of June 2020 minutes: Wickus/McDaniel

Adoption of Agenda: Wickus/McDaniel

- President: None
- Secretary: None
- Treasurer: None
- Appearances: Several baskets have fallen down but are undamaged and being regularly re-hung; Dog waste bags have been given to Mayor; Basket watering bill for May – July, incl. travel expenses rec’d
- Business Development: L. Steffes’ development programs are ongoing
- Finance: None
- Parking: Weeds are sprayed; Second round of spray has occurred; Third or more rounds may be necessary; Issue of weeds in alleys raised
- Promotions: Farmer’s market is growing; Reviewing grants for farmer’s markets; Hearing new ideas for promotion of farmer’s market at next meeting; L. Steffes’ Facebook promotion is going well; Future discussion of what to do with money for events which may be cancelled

Old Business:

- Recap
 - Discussion of charges for administration charges; E. Geick will be reviewing administration charges

- Financials
 - See Recap, above

New Business:

- Welcome back Ed!
- Seminars & Classes
- Approval of Vouchers
 - Basket Watering (Appearances)
 - Willy Deppe \$2,610.00
 - May – June watering
 - Approved: Wickus/McDaniel
- Discussion of possible mask signs
 - Creating same sign for everyone for continuity
 - Negative general reaction right now, given no current state/county mandate
- New Secretary Seat
 - Tabled until next month

Next Meeting:

- Elect new secretary

Motion to adjourn at 6:34 PM by Stelling/Wickus.

- **Copies of these meeting minutes are on file in the Clerk’s office:**

Library.....	8-11-2020	PFC.....	7-20-2020
UW Campus.....	7-16-2020	Plan.....	7-21-2020
Public Arts.....	6-25-2020, 7-23-2020		
Ambulance.....	6-24-2020, 7-14-2020, 7-22-2020, 8-7-2020, 8-21-2020		

- **Petitions & Correspondence Being Referred:**

For Information Only: Correspondence from Tim McCumber, Sauk county Board Chair, regarding the finalist for the Sauk county Administrator position.

ADJOURNMENT

Moved by Petty, seconded by Kolb, and carried on voice vote, that the meeting adjourn at 7:32pm.

Brenda Zeman, City Clerk